



**REQUEST FOR  
PROPOSALS**

SIGNAGE PRODUCTION  
for the 2019 Western Canada  
Summer Games

Release Date: May 7, 2019

Closing Date: May 14, 2019  
Closing Time: 17:00 CST

Competition Number:  
CSC-19-R-017

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# REQUEST FOR PROPOSALS

## Signage Production for Swift Current 2019 WCSG

### INTRODUCTION

The 12<sup>th</sup> edition of the Western Canada Summer Games (WCSG) will be hosted in the City of Swift Current and surrounding region from August 9 - August 18, 2019. Featuring 16 sports and numerous cultural events, the Games will be the largest event in Swift Current's history and its first Western Canada Games.

Held every four years and aligned two years younger than the Canada Summer Games ages, the WCSG provides an opportunity for top age-class athletes to test their athletic talent against the best in the west. More than 1700 athletes from Saskatchewan, Manitoba, Alberta, Northwest Territories, Yukon and Nunavut will compete in Swift Current in 2019, along with more than 400 officials, VIPs, media, observers and thousands of visitors.

This Request for Proposal (RFP) is being issued by the 2019 Western Canada Games Host Committee Inc., an incorporated non-profit organization.

**Mandate:** *To promote, organize, manage and conduct the 2019 Western Canada Summer Games in accordance with the rules, regulations and standards established by the Western Canada Games Council Inc. and the multi-party agreement between the Government of Saskatchewan, the Host Committee and the City of Swift Current.*

**Vision:** *Our vision is to inspire excellence in sport and community through relationships, teamwork and volunteerism.*

**Mission:** *The Swift Current 2019 Western Canada Summer Games Host Committee will create a memorable Games experience that leaves a sport and human legacy for southwest Saskatchewan.*

**Values:** *Community, Integrity, Fun, Quality and Respect*

### PURPOSE, DESCRIPTION & OBJECTIVES

#### Purpose

The 2019 Western Games Host Committee Inc. (Host Society) is requesting proposals for a signage supplier to work with the Host Society to fulfill their signage needs. We need signage for informational purposes, wayfinding, access control, field of play and sponsor acknowledgement in both indoor and outdoor locations for the duration of the Games.

#### Description

We require full sheets of coroplast printed for our signage needs. We will be creating the signage structure ourselves.

## Objective

Our main objective is to professionally honour our sponsors while directing our participants and audience around the Games venues in the most cost effective manner possible.

## SCOPE

We require:

- Venue ID / Sponsor signs                      51 full sheets
  - o 4 x 8 sheet of coroplast
  - o full colour
  - o single side
- Result Boards                                      16 full sheets
  - o 4 x 8 sheet of coroplast
  - o full colour 6 inch panel along the one long side
  - o single side
- Field of Play Corral Panels                      400 linear feet minimum (50 full sheets)
  - o 4 x 8 sheet of coroplast
  - o full colour 40 inch panel along the one long side
  - o single side
  - o will need to be scored to create a triangle
- Wayfinding Signage                              14 full sheets
  - o 4 x 8 sheet of coroplast
  - o full colour
  - o single side
  - o will be cut into separate signs - 2'x2', 2'x4', 2'x6'
- Information Signage                              30 full sheets
  - o 4 x 8 sheet of coroplast
  - o black lettering
  - o single side
  - o will be cut into separate signs – various sizes
- Access Control Signage                              Quantity to be determined
  - o a mix of coroplast signs and posters
  - o full colour
  - o single side
  - o will be cut into separate signs – various sizes

See Appendix A for photos of examples of each of the above sign types from previous games.

We have provided the most accurate information available at this time. The list of signs, types and quantities needed are subject to change.

## TIMELINES

May 7, 2019 - Submit Intent to Bid

May 14, 2019 at 5:00 pm - Closing Date and time

May 17, 2019 - Response to RFP  
July 1, 2019 - Delivery of signs

## **CONTRIBUTION or CONSIDERATION for SPONSORSHIP RIGHTS**

The 2019 Western Canada Summer Games Host Society is an incorporated non-profit organization. Proponents/Bidders may provide to the Host Society at their option a specified amount of contribution in consideration of the Host Society granting the successful Bidder the rights associated with the 2019 WCSG Sponsorship Program. The contributions may be in the form of cash payments, in-kind supply of services, or other alternatives deemed as acceptable solely by the Host Committee.

The Host Society reserves the right to evaluate and negotiate separately with all Bidders for the base cost of any bid either separately or in conjunction with the consideration offered by the Bidder in respect to the sponsorship rights.

Should Bidders be interested in participating in the WCSG Sponsorship Program, the consideration (cash, in kind supply of services, etc.) should be detailed in the response to this RFP and highlighted as **Consideration for Sponsorship Rights**.

## **SUBMISSION REQUIREMENTS**

Proposals will be accepted until **5:00 pm (CST) on TUESDAY, MAY 14, 2019**. Any proposals received after this time and date will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal and must be not longer than **5 pages**. Costing information and references may be in addition to the 5 pages.

Proposals must include at a minimum the following:

- a. Cost breakdown per sheet by signage type
- b. Approximate date of completion after designs are approved
- c. Identify a single point of contact who will be responsible for the 2019 Western Canada Summer Games Account
- d. Indicate any interest in participating in the 2019 WCSG Sponsorship and Gift-In-Kind program and any discount or donation against the total cost of the contract made by the Proponent.

## **INQUIRIES & PROPOSAL SUBMISSION**

Proposal must be submitted by email in PDF format to [deniseb@2019wcsq.ca](mailto:deniseb@2019wcsq.ca).

All questions in reference to this RFP should be directed to:

Denise Barbier  
Games Manager  
2019 Western Canada Summer Games  
306-778-4545  
[deniseb@2019wcsq.ca](mailto:deniseb@2019wcsq.ca)

**Proposal submissions will be accepted until 5:00 PM CST on May 14, 2019.** Any proposals received after this time and date will not be considered.

## EVALUATION CRITERIA

The evaluation of each proposal will be based on the content of the submission and applicants are advised to present their information clearly and concisely. Scoring and bids shall be confidential and will not be disclosed to any of the applicants.

The submission of a proposal does not necessarily mean that the applicant will be invited to provide the services covered under this request. The Host Society retains the right to decide, at its sole discretion, which applicant shall be invited to provide services. The Host Society also retains the right to not award a contract for services at its sole discretion.

The proposal with the lowest bid will not necessarily be selected. The Host Society retains the right to accept or reject any or all of the proposals received or negotiate with any bidder.

## CLARIFICATION

Prior to the Award we reserve the right to seek clarification from one, some or all the Bidders should it be deemed necessary. To clarify, this relates to information submitted by a Bidder in its submission to this RFP only. It does not allow for the addition of information that may have been omitted from the RFP submission.